

# Safety Officer Checklist

*Responsible to ensure ESF8 personnel are properly safeguarded from hazards.*

**Instructions:** The checklist below presents the minimum requirements for the position. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident. Not all tasks may apply to every incident and additional tasks may be assigned during an incident. This checklist is supported by a Task Book that details the tasks for the position

Activities to be completed	Complete	NA
<i>Within One Operational Period</i>		
1. Receive assignment from your agency including: <ul style="list-style-type: none"> <li>• Job assignment</li> <li>• Resource Order number (obtained from the Supply Unit) and Mission Number from EM Constellation</li> <li>• Reporting Location</li> <li>• Reporting Time</li> <li>• Assignment duration</li> <li>• Travel instructions</li> <li>• Any special communications instructions, e.g., travel frequency</li> </ul>		
2. Ensure Position Go kit is complete and on person when deployed.		
3. Upon arrival at the incident, check in at designated Check-in location. Check-in may be found at: <ul style="list-style-type: none"> <li>• Incident Command Post</li> <li>• Base or Camps</li> <li>• Staging Areas</li> <li>• Helibases</li> <li>• If you are instructed to report directly to a line assignment, check in with the Division/Group Supervisor.</li> </ul>		
4. Initiate documentation of Unit activities on ICS 214 (Z:\ESF 8 Logistics).		
5. Obtain a briefing from Forward Logistics Branch Director: <ul style="list-style-type: none"> <li>• Work Space</li> <li>• Work schedule</li> <li>• Policies and operating procedures</li> <li>• Current resource commitments and expectations</li> <li>• Current situation</li> <li>• Expected duration of assignment</li> <li>• Special needs</li> </ul>		
6. Determine current status of Safety Officer activities.		
7. Confirm dispatch and estimated time of arrival of Safety Officer and supplies.		
8. Obtain a copy of the State ESF 8 Incident Action Plan. <ul style="list-style-type: none"> <li>• Determine support needs to meet the IAP.</li> </ul>		
9. Review the State ESF 8 Incident Action Plan for information affecting and guiding current and future operations of the Safety Officer.		
10. Determine the needs of the Safety Officer.		
11. Organize work area. <ul style="list-style-type: none"> <li>• Acquire table(s); seating; additional supplies</li> <li>• Acquire communications equipment: radio, telephones, data communications equipment.</li> <li>• Establish filing system; card holders or racks organized by operational period and section.</li> </ul>		
12. Know your assigned frequency(s) for your area of responsibility and ensure that communications equipment is operating properly. <ul style="list-style-type: none"> <li>• Use clear text and ICS terminology (no codes) in all radio communications.</li> </ul>		

Activities to be completed	Complete	NA
13. Determine support needs to meet the Incident Action plan or other relevant plans. Gather information to assess the incident assignment. <ul style="list-style-type: none"> <li>Incident activities</li> <li>Unit briefings</li> <li>Planning meetings</li> </ul>		
14. Ensure sufficient Assistant Safety Officers (ASOs) to complete necessary tasks. <ul style="list-style-type: none"> <li>Identify need for ASOs.</li> <li>Order ASOs.</li> <li>Assign ASOs.</li> <li>Supervise ASOs.</li> </ul>		
15. Assign Safety assistants to monitor potentially high-hazard areas of operations that will be considered to be of high risk.		
16. Gather information necessary to assess incident assignment and determine immediate needs and actions. <ul style="list-style-type: none"> <li>Incident Commander's/supervisor's name, location. Make contact.</li> <li>Current resource commitments.</li> <li>Current and anticipated situation (hazardous materials, urban interface, etc.).</li> <li>Expected duration of assignment.</li> </ul>		
17. Brief and keep subordinates informed and updated on hazards.		
18. Recognize potentially hazardous situations.		
19. Coordinate with functional areas within ICS structure.		
20. Interact and coordinate with all command and general staff.		
21. Conduct initial and ongoing assessments to gather information and determine incident safety needs.		
22. Identify those risks or hazards with the highest potential for serious accident or injury. <ul style="list-style-type: none"> <li>Identify those types of operations on an incident of this type that most frequently lead to serious injuries or fatalities.</li> <li>Discuss with Incident Commander.</li> <li>Identify actions needed to prevent an accident from taking place.</li> </ul>		
23. Develop ICS Form 215A, Incident Safety Analysis, planning matrix. Prepare and post Safety Message for the incident.		
24. Prepare and post Safety Message for the incident.		
25. Interact and coordinate with all command and general staff. <ul style="list-style-type: none"> <li>Receive and transmit current and accurate information.</li> <li>Work directly with Medical Unit Leader on Incident Medical Plan ICS 206.</li> </ul>		
26. Discuss ICS 215A at operational briefings as appropriate.		
27. Prepare and present safety briefing. <ul style="list-style-type: none"> <li>Briefing should contain information to alert incident personnel of potential risk/hazard considered to be most critical.</li> <li>Answer any questions that may arise.</li> </ul>		
28. Develop and implement accountability, safety and security measures for personnel and resources in the unit.		
<i>Within Two Operational Periods</i>		
1. Check-in		
2. Maintain a Unit Log (ICS Form 214)		
3. Attend incident planning meetings as required, and provide input and review of the ESF 8 Incident Action Plan.		
4. Obtain information concerning future operations through discussion with incident personnel that would impact the Supply Unit.		
<i>Each Operational Period</i>		
1. Check-in		
2. Maintain a Unit Log (ICS Form 214).		
3. Coordinate and supervise activities of the Safety Unit.		

Activities to be completed	Complete	NA
4. Receive briefing from Forward Logistics Branch Director.		
5. Obtain a current State ESF 8 Incident Action Plan.		
6. Attend incident planning meetings and operations meetings as required, and provide input and review of the ESF 8 Incident Action Plan.		
7. Review current situation status, resource status, and prediction information.		
8. Determine current status of unit activities and advise Forward Logistics Branch Director of current capabilities.		
9. Evaluate needs and order supplies, materials and personnel to keep unit operating. <ul style="list-style-type: none"> <li>Order materials and supplies using procedures established by the Supply Unit Specialist. ICS Form 213</li> <li>Maintain quantities of supplies and materials at a level to prevent shortage of any basic needed items.</li> </ul>		
10. Complete daily review of staffing requirements and ensure adequate personnel to meet needs.		
11. Develop schedule/assignments based on IAP or relevant plan.		
12. Confirm estimated time of arrival of staff, equipment, and supplies.		
13. Ensure subordinates understand assignments for operational period.		
14. Ensure established guidelines are followed. <ul style="list-style-type: none"> <li>Work/rest</li> <li>Agency safety standards and procedures</li> </ul>		
15. Maintain accountability of assigned personnel as to exact location(s), personal safety/welfare at all times, especially when working in or around incident operations.		
16. Receive reports of significant events.		
17. Provide for the safety and welfare of assigned resources. <ul style="list-style-type: none"> <li>Recognize, mitigate, and communicate potentially hazardous situations.</li> <li>Monitor condition of assigned resources.</li> <li>Account for assigned resources.</li> </ul>		
18. Complete ICS Form 215A for each operational period. <ul style="list-style-type: none"> <li>Discuss ICS Form 215A at operational briefings as appropriate.</li> </ul>		
19. Ensure copies of ICS Form 215A are included in documentation package.		
20. Conduct ongoing assessments to gather information and determine incident safety needs.		
21. Update and post safety message for the incident.		
22. Develop and implement a safety action plan. <ul style="list-style-type: none"> <li>Ensure that hazards and risks are identified and adequately monitored for the duration of the incident.</li> <li>Share action plan with the Incident Commander and incident staff and revise as necessary.</li> <li>Ensure any changes in incident hazards and risks with relevant corrective actions are reflected in the safety action plan, safety messages, and/or safety briefings as appropriate.</li> <li>Coordinate elements of the safety action plan to the IAP.</li> </ul>		
23. Recognize limits of knowledge and seek advice or help on safety management as appropriate.		
24. Exercise emergency authority to stop and prevent unsafe acts. <ul style="list-style-type: none"> <li>Use direct intervention to correct any extremely dangerous act which is being performed outside of agency regulations, policies, standards, and guidelines.</li> <li>Discuss with Incident Commander and document action in ICS Form 214, Unit Log.</li> </ul>		

Activities to be completed	Complete	NA
<p>25. Initiate accident investigation team for those accidents that occur within the incident area.</p> <ul style="list-style-type: none"> <li>Assure information, materials, the scene etc. are preserved to support a complete and thorough investigation of the accident.</li> <li>Ensure that accident investigation report is completed and provided to Incident Commander and local agency</li> <li>The investigation should not interfere with the primary duties of the Safety Officer.</li> </ul>		
<p>26. Ensure that accident investigation report(s) is/are complete and provided to Forward Logistics Branch Director and Finance/Admin Unit.</p>		
<p>27. Prepare narrative or special reports.</p> <ul style="list-style-type: none"> <li>When requested by the incident agency and/or Incident Commander, prepare narrative report of incident.</li> <li>Include the following items: number of injuries and accidents, general safety situation and problems encountered, description of significant incidents or unsafe situations and recommendations for corrective action.</li> </ul>		
<p>28. Distribute accident investigation reports and initiate follow-up action.</p> <ul style="list-style-type: none"> <li>Follow up to see that all accident investigation reports are completed and include all required information.</li> <li>Distribute copies of the report to the Incident Commander and finance position assigned as appropriate.</li> <li>Recommend need for corrective action based on findings of the report to the Incident Commander. Initiate immediate corrective action, if necessary.</li> <li>Distribute information concerning accidents to Forward Logistics Branch Director and the Finance/Admin Unit.</li> </ul>		
<p>29. Monitor vehicle/operator operational periods.</p> <ul style="list-style-type: none"> <li>Audit time and equipment records of drivers/vehicles to ensure they have not exceeded the standards set by the agency on which the incident has occurred. (Operators that have been found to exceed these standards will be relieved immediately.)</li> </ul>		
<p>30. Monitor food and sanitation conditions.</p>		
<p>31. Ensure that special precautions are taken when extraordinary hazards exist.</p>		
<p>32. Inspect potable water supplies.</p> <ul style="list-style-type: none"> <li>Inspect potable water sources, hauling and storage containers.</li> <li>Document any deficiencies identified and take corrective action.</li> </ul>		
<p>33. Monitor incident personal protective equipment needs.</p>		
<p>34. Inspect incident facilities as appropriate.</p> <ul style="list-style-type: none"> <li>Conduct a general inspection of the base and camp facilities soon after they become operational and follow up on a periodic basis throughout the incident for compliance to all health and safety standards.</li> <li>Identify and document all unsafe conditions and provide this information to the Incident Forward Logistics Branch Director or the Base/Camp Manager.</li> </ul>		
<p>35. Monitor Medical Plan to ensure that it addresses current status of incident.</p>		
<p>36. Ensure roads are inspected within the incident area.</p> <ul style="list-style-type: none"> <li>Ensure that an inspection has been done on all roads that will be used for the transportation of personnel and equipment.</li> <li>All roads must be of adequate width, grade, and maintenance condition to allow safe use by the vehicles being utilized on the incident.</li> <li>Any roads that have been identified as unsafe for vehicle travel will be closed and monitored for unauthorized use.</li> </ul>		

Activities to be completed	Complete	NA
37. Monitor operational period lengths. <ul style="list-style-type: none"> <li>Identify personnel exceeding the work standards established by the agency responsible for the incident.</li> <li>Recommend corrective action to Forward Logistics Branch Director.</li> <li>Ensure work/rest guidelines are followed.</li> </ul>		
38. Monitor incident personnel for general welfare. <ul style="list-style-type: none"> <li>Monitor personnel to determine if their needs are being met as related to food, water and rest.</li> <li>Personnel identified as being high risk due to extreme fatigue or poor physical condition will be evaluated and discussed with Incident Commander, and agency representative for final resolution to problem.</li> </ul>		
39. Remove and identify tools and power equipment determined to be unsafe for use. <ul style="list-style-type: none"> <li>Review on a periodic basis the condition of hand tools being received on the incident and those being reconditioned to determine they are safe for use.</li> <li>Tool and power equipment determined to be unsafe for use will be removed from use and identified as such.</li> </ul>		
40. Ensure inspection of vehicles, mechanical equipment, and driver/operator qualifications are completed. <ul style="list-style-type: none"> <li>A periodic inspection of vehicles will be conducted to ensure they meet all mechanical and maintenance standards.</li> <li>Ensure drivers/operators are properly trained and have a valid license to operate the vehicle/equipment assigned.</li> <li>Deficiencies will be documented.</li> </ul>		
41. Relieve immediately vehicles/operators that have exceeded operational period standards.		
42. Close any roads that have been identified as unsafe for vehicle travel and monitor for unauthorized use.		
43. Supply PPE to line workers that lack PPE prior to being transported to the line.		
44. Identify potentially unsafe situations. <ul style="list-style-type: none"> <li>Monitor all incident activities to identify any potentially unsafe situations.</li> <li>Take appropriate action by contacting the responsible supervisor for corrective action.</li> <li>If necessary, take direct action.</li> <li>Report to Incident Commander and General Staff any action affecting the Incident Action Plan.</li> </ul>		
45. Conduct debriefing with off-duty personnel.		
46. Debrief with incident Field Observers. <ul style="list-style-type: none"> <li>Meet with the incident Field Observer(s) to obtain information on potential high-hazard areas or operations that will be considered to be of high risk.</li> <li>Use this information in preparation of safety messages and for discussions at briefings.</li> <li>Safety assistants will be assigned to monitor these areas or operations.</li> </ul>		
47. Participate in agency debriefing or closeout as appropriate. <ul style="list-style-type: none"> <li>As directed by the Incident Commander, provide a debriefing to the Agency Administrator regarding incident safety history, including accidents, hazards, corrective actions, and commendations.</li> </ul>		
48. Periodically check work progress on assigned tasks of unit, as appropriate.		
49. Ensure adequate rest is provided to all unit personnel.		
50. Prepare unit narrative and submit to Forward Logistics Branch Director.		
51. Prepare information for briefings and meetings.		

Activities to be completed	Complete	NA
52. Identify excess section resources and supplies. <ul style="list-style-type: none"> <li>Continually monitor unit personnel and other resources to adequately meet incident objectives.</li> <li>Advise Forward Logistics Branch Director of excess personnel, other resources for assignment.</li> </ul>		
53. Ensure Safety Officer records and reports are provided to the State ESF 8 Documentation Unit leader at the end of each operational period.		
<i>Upon Demobilization</i>		
1. Respond to demobilization orders and brief subordinates regarding demobilization.		
2. Complete and submit ICS forms - ACTIVITY LOG (ICS 214) Demobilization Check-Out (ICS 221), Team Performance Evaluation ICS Form 224, ICS 225 Individual Performance Evaluation (Z:\ESF 8 Logistics).		
3. Obtain and review the Demobilization Plan from the Demobilization Unit Leader.		
4. List Resources and Supplies recommended for release by type, quantity, location, and time.		
5. Coordinate with the Demobilization Unit Leader on the Demobilization Plan.		
6. Ensure the safe and complete recovery of deployed personnel, assets, equipment, and supplies		
7. Ensure that recovered deployed assets and personnel follow approved decontamination processes as established by ESF 8 Tech Specs.		
8. Participate in the Logistics Section Hotwash		
9. Participate in the AAR process.		
10. Supervise demobilization of unit, including storage of supplies.		
11. Coordinate with the Logistics Section Chief and Supply Unit Leader for re-supply to bring all caches up to pre deployment levels.		

### **General Information**

#### **SERT Log-In**

- User Name : SERT
- Password : !eoC1997\*

#### **ESF 8 Logistics Phones**

- 850-617-9040
- 850-617-9041

#### **E-Mail**

- <https://mail.doh.state.fl.us/exchange>
- [StateESF8.Fin-Adm@flhealth.gov](mailto:StateESF8.Fin-Adm@flhealth.gov)
- [StateESF8.LogStaffing@flhealth.gov](mailto:StateESF8.LogStaffing@flhealth.gov)
- [StateESF8.Planning@flhealth.gov](mailto:StateESF8.Planning@flhealth.gov)

#### **Logistics**

- <http://webmail.myflorida.com>
- User Name: services\esf08
- Password: MailBox!123
- Address: [esf08@em.myflorida.com](mailto:esf08@em.myflorida.com)

#### **Floater Phones**

- Staffing Unit Leader : 850-694-3180
- Finance and Administration : 850-445-8193